

ACR-001  
ADMINISTRATIVE CONTRACTOR REQUIREMENTS

**CONTRACTOR SUBMITTAL REQUIREMENTS**

- 1.0 Submittals General - The Contractor shall refer to the Submittal Register from Part 6 for required submittals. All submittals shall comply with the following:
- 1.1 Submittals shall be sent to Engineering/Construction Document Control (ECDC) using the Fluor Daniel Fernald (FDF) Supplier Document Submittal Form (Attachment 1). Medical and Procurement submittal shall be sent to ECDC for distribution.
- 1.2 Records for medical, respirator use and training performed by outside resources (not FDF) shall be submitted follows:
  - Medical Records - Submit to FDF Medical Director, MS 30, in a sealed envelope marked "SENSITIVE" through FDF's Engineering/Construction Document Control with a copy of the submittal to ECDC.
  - Respirator Records - Medical, Training and Fit Test Records - Submit to FDF Respirator Program Administrator, Industrial Hygiene, MS 30, in a sealed envelope marked "Confidential" through FDF's Engineering/Construction Document Control with a copy of the submittal to ECDC.
  - Training Records - Submit to FDF Construction Training Coordinator, MS 22 through FDF's Engineering/Construction Document Control with a copy of the submittal to ECDC.
- 1.3 Procurement submittals such as bonds, insurance certificates, certified payrolls, shall be submitted to Construction Acquisitions MS-44. Submit a copy of the submittal form without attachments to ECDC.
- 1.4 Documents submitted shall be legible, suitable for reproduction, and marked with the Contract Number, Specification Number, and Equipment Number as applicable.
- 1.5 Where documents contain information on more than one model or option, the data shall be marked to indicate the model and options proposed for this Contract.
- 1.6 Documents pertaining to a particular submittal must be complete and submitted in one package and separate from other submittals.
- 1.7 Vendor documents not submitted in accordance with these requirements will be returned to the Contractor. The Contractor shall be responsible for delays caused by incomplete or incorrectly marked submittals.
- 1.8 Document revisions, shall use a numeric revision indicator beginning with zero.
- 1.9 Revisable manuals shall be bound so that changes may be inserted.
- 1.10 Contractor is to submit drawings and manufacturers information per the following schedule:

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Submittal Type	Certified for Construction	Information	Copies		Return to the Contractor
			Blue/Black Lines	Reproducible	
Drawings	X		7	1	1
Safe Work Plan	X		8		1
Literature (i.e. Cut sheets, MSDS's)		X	8		

2.0 Review Time - Unless otherwise stated in the Contract the Contractor should allow 30 calendar days for review of submittals and resubmittals.

3.0 Submittal Types

Submittal types are indicated on the Submittal Register in Part 6 of the Contract. The following submittal types are used:

3.1 Certified For Construction: Documents submitted as CFC will be reviewed by FDF and/or other applicable FEMP organizations. The review is to verify compliance with the Contract requirements. CFC submittals that are in compliance with Contract requirements will not require resubmittal. FDF review does not relieve the Contractor from responsibility for compliance with Contract requirements.

3.2 Information Submittals: Documents that require no compliance review and are submitted for information. FDF reserves the right to reject information submittals if they are incomplete or incorrect.

4.0 Document Family - The Document Family refers to the FDF group responsible for review and concurrence of the submittal. This Document Family can be found on the submittal register.

5.0 Submittal Register.

5.1 Within ten (10) calendar days following Notice to Proceed, the Contractor shall submit the "Submittal Register" from Part 6 to ECDC.

5.2 The register shall indicate the type of (submittal), Contract or specification requirement reference, and the Contractor schedule dates for submitting the above items. Items listed on the register shall be such that all shop drawings or documents required under each submittal will normally be submitted under one Submittal numbers with subsequent Submittals bearing the next highest revision.

5.3 The Contractor shall update its submittal status prior to each project coordination meeting noting any revised Contractor submittal dates in accordance with the latest progress schedule.

6.0 Deviations - Attention is called to the General Provisions Article "Specifications and

Drawings for Construction" for requirements for identifying proposed deviations. Any variation from the Contract requirements will be highlighted on the date of submittals and must be accompanied by separate formal written request for deviation.

- 7.0 Samples - Any samples required by the specification shall be delivered for FDF at least sixty (60) calendar days before scheduled use. They shall be properly marked in accordance with requirements for vendor documents marking described above.

8.0 Material Certifications and Laboratory Test Reports:

- 8.1 Any certificate required for demonstrating proof of compliance of materials with specifications requirements shall be executed and submitted to FDF in accordance with the Submittal Register. Each certificate shall be signed by an authorized officer of the manufacturing company and shall contain the name of the Contractor and location of the project and the quantity and date or dates of shipment for delivery to which the certificates apply.

- 8.2 Certification shall not be construed as relieving the Contractor from furnishing satisfactory material if after tests are performed on selective samples, the material is found not to meet the specified requirements.

- 8.3 Copies of laboratory test reports submitted with certificates shall be signed by an authorized official of the laboratory and contain the name and address of the testing laboratory and the date or dates of the test to which the reports apply.

9.0 Documents Review

After completion of the review FDF will stamp the document or affix a sticker to the document with the following codes indicating concurrence with the submittal or return with comments.

Code "A" used on Contractor submittals which conform to the Contract requirements. Documents stamped A can be used in the field.

Code "B" used on Contractor submittals with minor FDF comments. Submittals with this code may be used for construction but require incorporation of comments and resubmittal.

Code "C" used on Contractor submittals when FDF has major comments for CFC submittals or rejections of INF submittals, and a second submittal is necessary. Submittals with this code shall not be used for construction.

Should any comment be considered by the Contractor, as increasing the contract with respect to either money or time or, as an unacceptable technical requirement, the Contractor must notify the FDF prior to continuing. Such notification must be made, in writing, within one (1) week after receipt of comments and in accordance with Part 3 General Terms and Conditions Article entitled Changes.

- 10.0 Document review requirements do not constitute a hold on procurement or fabrication

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by FDF. It shall be the responsibility of the Contractor to meet all the requirements of the Contract including the procurement and fabrication schedules for Contractor furnished materials or equipment, and to maintain the Contract schedule requirements. The Contractor shall not receive or perform receipt inspections of Contractor furnished materials or equipment prior to receipt by FDF of documents "Coded A" in accordance with these requirements.

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	SUBMITTAL TYPE CODE: (BY SUPPLIER) CFC - CERTIFIED FOR CONSTRUCTION      INF - INFORMATION APPROPRIATE SUBMITTAL TYPE ABOVE	FOR FDOT USE ONLY A - CFC/INF DOCUMENT CONFORMS WITH REQUIREMENTS B - MINOR COMMENT; INCORPORATE COMMENTS RESUBMIT AS CFC C - REVISE AND RESUBMIT
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## ATTACHMENT "1"

### INSTRUCTIONS FOR COMPLETING THE SUPPLIER DOCUMENT SUBMITTAL:

#### Supplier Submittal Originator

1. Enter the FDF project number. If not applicable, enter "N/A".
2. Enter the Contract number. If not applicable, enter "N/A".
3. Enter Submittal number.
4. Enter the date the Submittal was prepared.
5. Enter name and address of the organization submitting the documents and signature of the individual preparing the Submittal.
6. Enter the quantity of each document being submitted.
7. Enter unique identification number for each document.
8. Enter the revision level (number, letter, date) of each document.
9. Enter the title and/or a brief description for each document.
10. Enter a check mark in the appropriate SUBMITTAL TYPE column for each document that identifies the type of document and the action to be taken by FDF.
11. Enter the specification number associated with each document.

#### FDF Engineering/Construction Document Control

12. Enter signature of the individual that verifies documents listed on the submittal are received.
13. Enter identification/description of documents listed on the submittal that were not received; documents received but not listed on the submittal; discrepancies in quantity, revision, etc.; information concerning the documents such as suitability for copying; and any other comments deemed necessary and applicable to the submittal.
14. Check the block for the correct Document Family from the Submittal Register.
15. ECDC will check the Supplier Action Code from the sticker attached to the submittal by the reviewer.

## FDF SUBMITTAL DISTRIBUTION

ORIG	COPY	DISTRIBUTION TO:	MS	DEPARTMENT	REVIEW COORDINATOR
(1)		(2)	(3)	(4)	(5)
REMARKS: (7)					

RECEIVED BY: \_\_\_\_\_ (6) \_\_\_\_\_ DATE: \_\_\_\_\_  
(SIGN / DATE AND RETURN A COPY TO CDC, MS44)

**FORWARD COMMENTS TO REVIEW COORDINATOR (8)**

NO COMMENTS    COMMENTS RECEIVED \_\_\_\_\_ (9) \_\_\_\_\_ DATE \_\_\_\_\_  
REVIEW COORDINATOR

## ATTACHMENT "2"

### INSTRUCTIONS FOR COMPLETING THE FDF SUBMITTAL DISTRIBUTION FORM:

#### Engineering/Construction Document Control

1. Enter the quantity of originals or copies being distributed.
2. Enter the name of the individual(s) to receive the document(s).
3. Enter the mail stop for the individual(s) to receive the document(s).
4. Enter the department of the individual(s) to receive the document(s).
5. Enter the name of the Review Coordinator for the documents.

#### Document Recipients

6. Enter signature after verifying that documents were received as listed on the Distribution Sheet or annotating any discrepancies.
7. Annotate any discrepancies in the REMARKS Section.
8. Check appropriate block upon receipt of documents.

#### Review Coordinator

9. Sign and date upon receipt of comments or distribution sheet checked no comments.